

**NOTICE OF REQUEST FOR PROPOSALS  
FEMA Lot Grounds Maintenance Services Contract**

**CONTACT** Krystle Pritchett ([Krystle.Pritchett@RaleighNC.gov](mailto:Krystle.Pritchett@RaleighNC.gov)) or 919-996-4884 for a full proposal.

To: All Interested Vendors

The City of Raleigh Parks, Recreation and Cultural Resources Department desires to contract with a private landscape maintenance company for the maintenance of a number of residential properties acquired through the FEMA Hazard Mitigation Grant Program as public open space. Pre-existing houses, driveways, outbuildings and other structures have been demolished and removed from these properties and disturbed areas graded and seeded. Maintenance schedules vary depending on the location of the specific open space property. **A list of property addresses and maps is available in the full proposal.** Maintenance tasks and task frequency for peak season and non-peak season maintenance is also included.

**Key Dates:**

RFP Announced:	Friday, September 9, 2016
Pre-Proposal Meeting:	Wednesday, September 14, 2016
<b>RFP Submission Deadline:</b>	<b>4:00 p.m. Friday, September 23, 2016</b>
RFP Review and firm selected:	September 26 – 30, 2016
Contract signatures and routing:	October 3 – 7, 2016
Services commence:	Tuesday, November 1, 2016

**Scope of Services**

The selected contractor shall supply all necessary labor, equipment, materials and supplies to perform all required maintenance tasks at each location. Tasks include Litter and Debris Removal, Mowing, Edging, Trimming, Mulching, Weed-Control around Tree Rings, and Clean-up

The Parks, Recreation and Cultural Resources Department will conduct routine inspections of each property prior to issuing payment for services rendered. The contractor will be notified of any deficiencies in maintenance and will be expected to correct problems or complete maintenance within 24 hours of notification by the Department. The City reserves the right to add additional FEMA lots as necessary based on comparable sized lot square footage.